

Retention Schedules

For Local Government Records



THE GEORGIA ARCHIVES

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Atlanta, Georgia
The Georgia Archives
Records and Information Management Services
Revised: May 2005
Retention Schedules for Local Government Records



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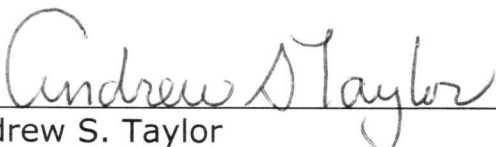
LOCAL GOVERNMENT RETENTION SCHEDULE REVIEW

To: All Local Government Entities in the State of Georgia

RE: Local Government Retention Schedule Review

We have reviewed the revised schedules for the retention and/or disposition of the following records of all local government entities as presented in this updated version of the Retention Schedules for Local Government Records. These are based upon the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). This version includes revised schedules as filed with the Division of Archives and History, Office of Secretary of State as of April 1, 2005.

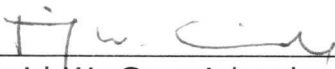
These schedules are approved as revised.



Andrew S. Taylor
Assistant Director, Division of Archives and History

04-12-05

Date



David W. Carmicheal
Director, Division of Archives and History

4/15/05

Date



GEORGIA DIVISION OF ARCHIVES AND HISTORY

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Contents

Introduction.....	1
General Guidelines.....	1
Statutory Basis.....	2
What to do about Records Not Covered in this Schedule.....	3
Contact Information.....	4
Schedules.....	5
How to Read the Schedules.....	7
Common Schedules.....	9
Accounting.....	11
Administration.....	16
Administrative Support.....	20
Audits.....	22
Budgeting.....	23
Information Technology.....	24
Legal.....	25
Payroll.....	27
Personnel.....	29
Property.....	35
Records Management.....	40
Specific Schedules.....	42
Building.....	43
Cemetery.....	45
Education.....	46
Elections.....	58
Health Services.....	67
Library/Archives, Museums.....	68
Medical Examiners.....	69
Permits.....	70
Planning and Zoning.....	73
Public Safety.....	74
Public Works.....	84
Taxation.....	90
Tourism and Recreation.....	96
Transportation.....	97

Introduction

This retention schedule includes record series created by local governments. The records fall into two categories: common and specific. *Common Record Categories* include records, such as budget and accounting records, which may be created by any local government agency. The retention period provided applies to the record, regardless of which agency created it. *Specific Record Categories* include records, such as parking tickets, which are created by a specific government agency and no other.

Common Record Categories are:

- Accounting
- Administration
- Administrative Support
- Audits
- Budgeting
- Information Technology
- Legal
- Payroll
- Personnel
- Property
- Records Management

Specific Record Categories are:

- Building
- Cemetery
- Education
- Elections
- Health Services
- Library/Archives/Museums
- Medical Examiner
- Planning and Zoning
- Public Safety
- Public Works
- Taxation
- Tourism and Recreation
- Transportation

General Guidelines

Certain guidelines apply to all records listed in this schedule:

- *These retention periods apply to all record formats.* The retention periods shown in this guideline apply to all records and information created by the local government, regardless of physical format (paper, film, electronic, etc.)
- *These retention periods are the minimum requirements.* Each retention period in this schedule is the minimum length of time the record must be retained. The decision to retain specific information longer than the minimum retention period should be made by local government administration and legal counsel. Such a decision should be documented in the records management plan and/or local ordinance.
- *These retention periods are intended to guide local governments.* Each local government must adopt a retention schedule (O.C.G.A. 50-18-99(d)). Records retention periods should be established to serve the needs of the local government, but the retention period can never be less than the minimum retention periods indicated in this schedule.

- *These retention periods apply to records under normal business conditions.* The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records is required for litigation, audit, or other special administrative needs, it must be retained for as long as needed.

Statutory Basis

This schedule is issued by the Georgia Archives as part of its statutory requirement to “provide local governments with a list of common types of records maintained together with recommended retention periods” (O.C.G.A. 50-18-99(f))

For specific information about the statutory obligations of local governments, please refer to O.C.G.A. 50-18-99, below.

O.C.G.A. 50-18-99

(a) As used in this Code section, the term:

(1) "Governing body" means the governing body of any county, municipality, or consolidated government. The term includes school boards of this state.

(2) "Office or officer" means any county office or officer or any office or officer under the jurisdiction of a governing body which maintains or is responsible for records.

(b) This article shall apply to local governments, except as modified in this Code section.

(c) All records created or received in the performance of a public duty or paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts.

(d) Prior to July 1, 1983, each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of

time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs for the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body.

(e) Prior to January 1, 1984, each governing body shall approve by resolution or ordinance a records management plan which shall include but not be limited to:

(1) The name of the person or title of the officer who will coordinate and perform the responsibilities of the governing body under this article;

(2) Each retention schedule approved by the governing body; and

(3) Provisions for maintenance and security of the records.

(f) The Secretary of State, through the department, shall coordinate all records management matters for purposes of this Code section. The department shall provide local governments with a list of common types of records maintained together with recommended retention periods and shall provide training and assistance as required. The department shall advise local governments of records of historical value which may be deposited in the state archives. All other records shall be maintained by the local government.

(g) Except as otherwise provided by law, ordinance, or policy adopted by the office or officer responsible for maintaining the records, all records shall be open to the public or the state or any agency thereof.

What To Do About Records Not Covered by This Schedule

A local government may have unique or specialized records not addressed by this schedule. These must be addressed by retention schedules initiated by the local government itself. By statute, the following requirements for records schedules are established:

- O.G.C.A. § 50-18-99 (d) “. . .each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs of the record. Schedules previously approved by the State Records Committee will remain in effect ***until changed by the governing body***”
- O.C.G.A. § 50-18-99 (e): Each governing body shall approve by resolution or ordinance a records management plan which shall include but not be limited to:
 - The title of the officer who will coordinate the records management program,
 - Each retention schedule approved by the governing body; and
 - Provisions for maintenance and security of the records.
- O.C.G.A. § 50-18-99 (f): The Secretary of State, through the Division of Archives and History, will provide local governments with a list of common types of records maintained in local offices together with recommended retention periods.

If you have such records:

1. Do not dispose of any public record except in accordance with a retention schedule **approved by the local governing body.**
2. At the local government’s request, the Georgia Archives will review the proposed retention schedule and consider adding it to the Retention Guidelines.
3. Requests for retention review should be sent to the Records and Information Management Services (RIMS) office of the Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260-1101.

The request should provide

- a. a title for the records series;
 - b. a short description of the series; and
 - c. the recommended minimum retention.
4. Every two years, the Retention Guidelines will be reviewed and updated, adding new recommendations and revising others. The new edition will be distributed that year during workshops and conferences. The current edition will be available at all times at www.GeorgiaArchives.org.

Contact Information

If you have questions about this schedule or about records management issues, please contact us Monday through Friday, 7:00 a.m. to 4:30 p.m.

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Schedules

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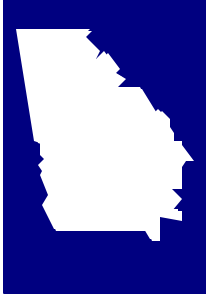
How to Read the Schedules

The seven columns in the schedules are:

RECORD TITLE	The common name of the records and the information contained therein. Record title is also used to describe the function that created the records.	
DESCRIPTION	A brief summary of the records.	
RETENTION	The period of time the record or information must be kept.	
LEGAL CITATION	The specific Federal and/or State Code which stipulates the retention period. This information may not exist for certain records.	
RETENTION CLASSIFICATION	One of four general classifications used to group records by disposition. The four classifications are:	
	TRANSITORY	Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. §50-18-94(1).
	TEMPORARY-SHORT TERM	Information that needs to be retained less than fifteen years.
	TEMPORARY-LONG TERM	Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.
	PERMANENT	Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.

These classifications can also serve as a guideline when selecting appropriate record formats (paper, film, electronic).

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Common Schedules

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GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY

CATHY COX, SECRETARY OF STATE
DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services Schedule for Local Government Common Records

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Accounts Payable File	Records documenting payments made by agency for services rendered or items purchased	5 years	O.C.G.A. 11-2-725; 36-11-1	Temporary - Short Term
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Annual Financial Statements	Annual reports of the accounts, income and liabilities of an agency	Permanent	O.C.G.A. 36-1-6; 36-81-8	Permanent
Bank Loan Records	Include outstanding financial obligations incurred by an agency in the form of bank loans	5 years after settlement of loan		Temporary - Short Term
Bank Statements	Periodic computations of deposits and credits to a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Bids and Competitive Selection Records	Records documenting quotes by vendors to supply products or services to an agency	Capital Improvement Projects: 11 years All Other Records: 7 years	O.C.G.A. 9-3-24; 9-3-51; 11-2-725; 36-91-20	Temporary - Short Term

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Cancelled Checks, Vouchers, and EFTs	Copies (or originals) of paid warrants	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues	5 years	O.C.G.A. 9-3-25; 36-1-8	Temporary - Short Term
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Collection Records	Records documenting an agency's efforts to collect unpaid accounts. Includes PeopleSoft collection reports	5 years after account paid in full or deemed uncollectible	O.C.G.A. 9-3-25	Temporary - Short Term
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time	Capital Improvement Projects: 10 years after expiration. Other Contracts: 7 years after expiration	O.C.G.A. 9-3-24; 9-3-26; 36-91-20	Temporary - Short Term
Contracts, Employee	Service contracts between an individual and government agency	7 years after expiration	O.C.G.A. 36-1-11	Temporary - Short Term
Cost Accounting Reports	Financial reports by cost center of all expenditures	3 years		Temporary - Short Term
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices	7years	O.C.G.A. 9-3-24	Temporary - Short Term

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Deposit Slips and Reconciliations	Documents recording transaction in a bank account	6 years	O.C.G.A. 9-3-25	Temporary - Short Term
Federal and State Grant Project Files - Non-Education Agencies	Records document federally and state funded projects	3 years after submission of final financial report	Uniform Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule): O.C.G.A. 36-87-1	Temporary - Short Term
Federal and State Grant Project Files, Education Agencies	Records documents grants to school systems from federal and state agencies	5 years after submission of final report or denial of application	US DOE Guidelines	Temporary - Short Term
Federal Revenue Sharing Records	Records documenting federal, state, county and municipal revenue-sharing; includes summaries, expenditures, and investments	5 years after submission of final report	O.C.G.A. 36-87-2	Temporary - Short Term
Franchise Records	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents	Permanent	O.C.G.A. 36-34-2	Permanent
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Investment Records	Records documenting the savings and investments of funds by an agency	7 years	O.C.G.A. 36-1-8	Temporary - Short Term

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Journals and Register	Financial logs recording detailed transactions, encumbrances, and obligations of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Moving Expenses	Records documenting a new employee's moving and travel expenses paid by the agency	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Official Bonds and Oaths	Bonds required of local officials and custodians of funds	5 years after expiration of term	O.C.G.A. 20-2-104; 36-6-2; 36-6-3; 36-6-4; 45-8-9	Temporary - Short Term
Outstanding Obligations	Documents the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Payment Schedules	Schedules of the deferred payment of goods, equipment and services	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Professional Membership Records	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Receipts	Documentation of monies collected	5 years	O.C.G.A. 11-2-201; 11-2-725	Temporary - Short Term

Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Refund/Disbursement Requests	Records documenting requests and disbursements made for overpayment of funds	4 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term
Returned Checks	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	O.C.G.A. 9-3-24	Temporary - Short Term
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	4 years		Temporary - Short Term
Travel Authorization and Reimbursement Records	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	3 years	O.C.G.A. 50-6-7: Government Accounting Manual for the State of Georgia	Temporary - Short Term
Vouchers - SCHEDULE OBSOLETE				

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Accident Reports	Reports of accidents involving government owned vehicles	7 years	O.C.G.A. 9-3-33	Temporary - Short Term
Annexations	Records documenting the approved additions of property to the city boundaries	Permanent	O.C.G.A. 36-36-3	Permanent
City Charter	Includes the constitution and by-laws of an incorporated city	Permanent	O.C.G.A. 36-30-7.1	Permanent
Correspondence, Fiscal	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Crisis or Disaster Records	Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence	5 years	O.C.G.A. 9-3-32; 38-3-30	Temporary - Short Term
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television	3 years	47 CFR 1073.1840	Temporary - Short Term
Daily/Monthly Activity Reports	Record of daily/monthly activities	2 years		Temporary - Short Term

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government	Permanent	O.C.G.A. 44-2-25	Permanent
Deeds, Right-of Way	Records authorizing use of land for road widening or public works	Permanent		Permanent
Deeds, Security	Deeds to properties on which an agency holds the second mortgage	5 years after final payment	O.C.G.A. 44-2-25; 44-14-60	Temporary - Long Term
Easements	Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons)	Permanent		Permanent
Emergency Preparedness Plans, Superseded	Business recovery plans for man-made and natural disasters	5 years	O.C.G.A. 9-3-32	Temporary - Short Term
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		Permanent
Federal and State Grant Final Reports	Final narrative summary submitted according to requirements of the funding agency	Permanent	Uniform Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule)	Permanent

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Historic Preservation Files	Records documenting preservation of local landmarks and buildings	Permanent		Permanent
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		Transitory
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent	O.C.G.A. 36-7-9; 44-2-26	Permanent
Meeting Notices	Official notification of the time and place of regular and special meetings	5 years	O.C.G.A. 50-14-1	Temporary - Short Term
Minutes and Agendas	Official record of agency meetings and the decisions made	Permanent	O.C.G.A. 36-1-25	Permanent
Open Records Act Requests and Correspondence	Inquiries from members of the public requesting access to information under the Georgia Open Records Act (O.C.G.A. 50-18-70 et.seq.)	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Periodic Reports	Annual and other periodic narrative reports that describe agency functions and activities	Permanent. Retain 1 copy. Destroy all others when no longer useful.		Permanent
Petitions	Signatures of local residents requesting action by an agency on a specific issue	5 years and resolution of issue		Temporary - Short Term
Photographs	Aerial and other photograph of county property and functions	Permanent		Permanent

Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Policies and Procedures	Standard operating practice for business processes	Permanent. Retain 1 copy		Permanent
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		Temporary - Short Term
Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy		Permanent
Relocation Assistance Files	Records documenting financial assistance to individuals searching for new homes under the Community Development Program	5 years		Temporary - Short Term
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years		Temporary - Short Term
Resolutions and Ordinances	Local laws and actions adopted by the board of county commissioners	Permanent		Permanent
Right-of-Way Agreements	Agreements with property owners specifying the terms of access to property for public works purposes	Permanent		Permanent
Speeches	Records relating to public speaking engagements of local officials	Permanent		Permanent
Visitors Logs and Sign-In Sheets	Consists of sign-in forms or sheets generally located at an agency's reception desk to document visitors to the facility	2 years		Temporary - Short Term

Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification
Blank Forms and Duplicates	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life		Transitory
Calendars	Desk calendars and other scheduling media	Retain until no longer useful		Transitory
Data Input Forms	Any type of forms used to collect information for input into electronic form	Destroy upon verification/audit of data entry		Temporary - Short Term
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is a communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record	Transitory; Administrative Support; or Policy and Program	O.C.G.A. 45-6-1; 50-18-70(a)	
Emails, Administrative Support	Messages of a facilitative nature created or received in the course of administering programs; examples - correspondence, daily/weekly activity reports appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Short Term
Emails, Policy and Program	Messages documenting the formulation and adoption of policies and procedures and the management of agency programs or functions; examples - case file management, constituent correspondence, periodic reports, budget documents	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Long Term

Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification
Emails, Transitory	Messages of short-term interest with no documentary or evidential value; examples - routine requests for publications; transmittal letters; agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records		Temporary - Short Term
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		Transitory
Newsclippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical records of activities	Newspaper Clippings: Retain for useful life Scrapbooks: Permanent		Permanent
Reference Files	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life		Transitory
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		Transitory
Telephone Return Message Records	"While You Were Out" message slips and related data	Retain for useful life		Transitory

Audits

Record Title	Description	Retention	Legal Citation	Retention Classification
Audit Reports	Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time	Permanent	O.C.G.A. 36-11-2; 36-81-7	Permanent
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years	O.C.G.A. 36-11-2; 36-81-7	Temporary - Short Term

Budgeting

Record Title	Description	Retention	Legal Citation	Retention Classification
Budget Maintenance Records	Records documenting changes made in the agency's initial budget including change requests, request authorizations, fund transfers, and other records	6 years	O.C.G.A. 45-8-9; 45-12-83; 45-12-87	Temporary - Short Term
Budget Reports	Reports documenting the status of an agency's budget	6 years	O.C.G.A. 45-8-9	Temporary - Short Term
Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance	5 years after the end of the fiscal year	O.C.G.A. 36-81-5	Temporary - Short Term
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed	5 years after the end of the fiscal year	O.C.G.A. 9-3-25; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments	Temporary - Short Term
Final Budgets	Includes the final approved budget for an agency	Permanent	O.C.G.A. 36-81-5	Permanent

Information Technology

Record Title	Description	Retention	Legal Citation	Retention Classification
Computer Inventory Records	Records documenting the assignment of a specific computer to an individual as well as an inventory of the software licensed for that computer; also may include IP address or mailbox assigned to the individual	4 years after computer removed from service or staff leaves agency	O.C.G.A. 16-9-93; 45-11-1; 50-5-51; 50-5-80; 50-5-146	Temporary - Short Term
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		Temporary - Short Term
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	O.C.G.A. 16-9-93g(4)	Temporary - Short Term
Equipment Records	Include purchase orders, warranties, operation manuals and service contracts for all computer hardware and software	4 years after disposition of equipment	O.C.G.A. 9-3-32; 16-9-93; 50-5-51; 50-5-80	Temporary - Short Term
Network and PC Password and Security Identifications	Records document the issuance or selection of a network password and the administration of security and monitoring of the agency's network.	4 years	O.C.G.A. 16-9-93g(4)	Temporary - Short Term
System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment	3 years after obsolete or replaced	O.C.G.A. 9-3-33	Temporary - Short Term

Legal

Record Title	Description	Retention	Legal Citation	Retention Classification
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government	6 years after settlement of case		Temporary - Short Term
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law	Permanent		Permanent
Child Support Enforcement Case Files, District Attorneys	Cases brought by a District Attorney in state or federal court on behalf of either the Dept. of Human Resources or a custodial parent who is seeking to establish/enforce the duty of an absent parent to support his/her minor children. (84-44)	4 years after closure		Temporary - Short Term
Child Support Undocketed Case Files, District Attorneys	Cases referred to the District Attorney's office by the Dept. of Human Resources which were not docketed in any court due to insufficient evidence or statements of the custodial parent which prevent initiation of a paternity action. (84-43)	20 years after closure		Temporary - Long Term
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia Law and alleged violations of county ordinances which are brought against individuals and corporations. (87-67)	3 years after closure.	Within 90 days after decision not to file an accusation or citation is made: 1. Forward GCIC OBTS final disposition form to GCIC; 2. Return to clerk's office any original documents from the clerk of the court	Temporary - Short Term

Legal

Record Title	Description	Retention	Legal Citation	Retention Classification
Felony Case Files, District Attorneys	Documents related to the prosecution of individuals for felony violations of Georgia law. (82-61)	30 years		Temporary - Long Term
Misdemeanor and Misdemeanor Traffic Case Files, District Attorneys	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia Law and alleged violations of county ordinances which are brought against individuals and corporations. (87-66)	5 years after closure		Temporary - Short Term
Uniform Reciprocal Enforcement of Support Act (URESA) Case Files, District Attorneys	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain or enforce support of minor children. (84-42)	4 years after closure		Temporary - Short Term

Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for a fiscal year, including deductions	50 years after the tax year in which the records were created		Temporary - Long Term
Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes and other deductions from the employee's pay	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Deduction Records	Records documenting individual employee's authorization to withhold taxes, to allow direct deposits and other deductions from the employee's pay	5 years after end of fiscal year	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Employee Retirement Contribution Reports	Documents relating to participation in an agency-supported retirement program	6 years	O.C.G.A. 36-1-11.1; 47-2-26; 48-7-111	Temporary - Short Term
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency	4 years after release from garnishment	26 CFR 31.6001-1; 29 CFR 516.5	Temporary - Short Term
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	4 years	O.C.G.A. 48-7-111	Temporary - Short Term
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms	4 years after the end of the fiscal year	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	Temporary - Short Term

Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification
Unclaimed Pay Check	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	Temporary - Short Term
Unemployment Compensation Records	Documentation related to employee claims for unemployment compensation	5 years after the end of the fiscal year in which the transaction occurred		Temporary - Short Term
Withholding Allowance Certificates (G-4 and W-4 forms)	Federal and state forms completed by an individual to establish the amount of taxes withheld from wages	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Withholding Allowance Certificates (W-4 Forms)	Federal forms completed by an individual employee to establish the amount of taxes withheld from wages	7 years after superseded	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Accident Reports	Reports of employee accidents and injuries; may include worker's compensation claims	2 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term
Affirmative Action Audits and Annual Reports	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years	41 CFR 60.2-14	Temporary - Short Term
Affirmative Action Plans	Record documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	3 years	41 CFR 60.2-14	Temporary - Short Term
Applications for Employment, Not Hired	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years	29 CFR 1602.31	Temporary - Short Term
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	Retain until no longer useful		Temporary - Short Term
Background Surveys	Copies of fingerprint cards and criminal backgrounds checks of new or potential employees	7 years		Temporary - Short Term
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation	O.C.G.A. 45-18-53; IRS Code, Section 125; O.C.G.A. 36-1-11.1; 45-18-52	Temporary - Short Term

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Comprehensive Employment and Training Act (CETA) Files - SCHEDULE OBSOLETE				Temporary - Short Term
Continuation of Insurance Benefits (COBRA) Records	Records documenting individual election to continue insurance benefits beyond employment with an agency	3 years	Consolidated Omnibus Reconciliation Act of 1986	Temporary - Short Term
Contracts, Teacher	Documents school contracts for teaching services	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term
Converted Personal Leave Request	Records documenting converted personal leave requests	1 year after leave used		Temporary - Short Term
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment, and reasonable suspicion.	Positives & Refusals: 5 years. Negatives & Cancelled: 2 years	O.C.G.A. 45-20-13	Temporary - Short Term
Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency sponsored assistance program	5 years after employee completes program		Temporary - Short Term
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee	2 years	29 CFR 1602.31	Temporary - Short Term
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee	Permanent		Permanent

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials	30 years after separation	29 CFR 1910.1020(d)	Temporary - Long Term
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit		Temporary - Short Term
Employee Personnel Files - Permanent Staff	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks	7 years after separation	O.C.G.A. 45-20-13; 47-2-94	Temporary - Long Term
Employee Personnel Files - Temporary Staff	Records documenting the work of temporary staff that accrue no retirement benefits as part of their employment	7 years	O.C.G.A. 47-2-94	Temporary - Short Term
Employee Retirement Plans	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy		Permanent
Employee Retirement Records, Inactive	Records including declaration of beneficiary, requests for retirement, insurance authorizations, correspondence, election of options forms, and other related materials.	7 years after benefits end		Temporary - Long Term
Employee Salary Schedules	Records document pay scales and salary levels for all employee	Permanent		Permanent

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Employment Eligibility Verification Records	I-9 forms	3 years after date of hire or 1 year after separation, whichever is longer	8 CFR 274a.2(b)	Temporary - Short Term
Equal Employment Opportunity Commission (EEOC) Charges	Records documenting charges of discrimination filed against an agency.	2 years or until final disposition of the charge or action	29 CFR 1602.31	Temporary - Short Term
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years	29 CFR 1602	Temporary - Short Term
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act	3 years		Temporary - Short Term
Georgia Commission on Equal Opportunity (GCEO) Complaints	Records documenting charges of discrimination filed against an agency	2 years or until disposition of charge or action	29 CFR 1602.31	Temporary - Short Term
Group Health Insurance Policies, Expired	Group insurance policies held by a local government as part of the employee benefits program	10 years		Temporary - Short Term
Insurance Claims, Closed	Records documenting the administration of a government operated insurance program	5 years	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1602.31	Temporary - Short Term

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Job Training Partnership Act (JTPA) Client Program Files, Closed - SCHEDULE OBSOLETE				Temporary - Short Term
Job Training Partnership Act (JTPA) Ineligible/Not Selected Applications - SCHEDULE OBSOLETE				Temporary - Short Term
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness	1 year after leave used		Temporary - Short Term
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	3 years		Temporary - Short Term
Leave Status, Final	Records documenting cumulative leave held by an individual employee	Place in personnel file at separation	O.C.G.A.47-2-91	Temporary - Long Term
Position Classification Materials	Records documenting job requirements, description, and salary range	4 years after position is reclassified		Temporary - Short Term
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a local government	2 years	29 CFR 1602.31	Temporary - Short Term

Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government offered incentive programs	6 years		Temporary - Long Term
Retirement System Transaction Reports	Status of individual pension accounts including interest, contributions, and withdrawals	10 years after fiscal year in which the record was created		Temporary - Short Term
Training Records	Records documenting attendance and course content for continuing education training	7 years		Temporary - Short Term
Work Schedules and Time Sheets	Records documenting employee's daily and weekly work schedules	3 years	29 CFR 516.6	Temporary - Short Term
Workers' Compensation Claims, Closed	Records documents employee accidents, injuries and medical claims	4 years and settlement of all claims due	O.C.G.A. 9-3-31	Temporary - Short Term
Worker's Permits	Permits to allow persons under 18 years old to obtain summer employment	Return to issuing officer (school board) after termination or failure to appear for 30 days.	O.C.G.A. 39-2-13	Temporary - Short Term

Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Acquisition Records	Records documenting the purchase of property (real and personal) by an agency; does not include deeds or titles	5 years		Temporary - Short Term
Architectural Project Monitoring Files	Monitoring of the construction of local government facilities	7 years after project completion	O.C.G.A. 9-3-24	Temporary - Short Term
Building/Grounds Maintenance Remodeling and Repair Records	Documents the condition, upkeep and routine maintenance on agency facilities and grounds	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Capital Construction Project Records	Provides a record of the planning, administration and implementation of capital construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets	11 years after completion of project	O.C.G.A. 51-1-11	Temporary - Long Term
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes	3 years after disposition of equipment or property		Temporary - Short Term
Equipment and Vehicle Purchases	Records documenting the purchase of agency-owned vehicles	5 years after disposition of equipment	O.C.G.A. 9-3-31	Temporary - Short Term
Equipment Maintenance Records	Includes purchase orders, warranties, operating manuals, service contracts and service logs for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term

Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections	Building Age 0-8 years: 11 years Building Age 9-up year: 3 years	O.C.G.A. 9-3-33; 9-3-51	Temporary - Short Term
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	Temporary - Short Term
Federal Property Records	Records documenting the loan or lease of federal government equipment	7 years after expiration of contract or disposal of equipment	O.C.G.A. 9-3-24	Temporary - Short Term
Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		Temporary - Short Term
Fuel Tax Reports	Periodic reports of taxable and nontaxable diesel fuel usage by government-owned vehicles	3 years		Temporary - Short Term
Government Equipment Lease Records	Records documenting the lease of government equipment (federal or state) by local governments	7 years after expiration of lease	O.C.G.A. 9-3-24	Temporary - Short Term
Insurance Fund Claims	Records documenting requests for payment of insurance claims	5 years after claim is paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	O.C.G.A. 9-3-24	Temporary - Long Term

Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Inventories	Listings of agency-owned property and equipment	Retain until superseded		Transitory
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract	O.C.G.A. 9-3-24	Temporary - Long Term
Maintenance Schedules	Schedules for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Motor Pool Vehicle Records	Records documenting reservation and use of motor pool vehicles by agency personnel and gasoline usage by motor pool vehicle:	5 years		Temporary - Short Term
Property Disposition Requests (Surplus Property Records)	Documents a request for change in status of government-owned property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency	11 years after the year in which the property was sold or transferred	O.C.G.A. 9-3-51	Temporary - Long Term
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee	Retain until return of item to property manager	O.C.G.A. 9-3-31; 9-3-32; 50-5-80	Temporary - Short Term

Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Restricted Area/Access Authorization Identification Records	Documents the issuance of security/access badges to staff	5 years after employee separation from service	O.C.G.A. 16-9-93g(4)	Temporary - Short Term
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies	3 years after project completion		Temporary - Short Term
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories	5 years after equipment is no longer in service	O.C.G.A. 9-3-26	Temporary - Short Term
Vehicle Accident Reports	Record documenting damage to agency -owned vehicles	5 years	O.C.G.A. 9-3-33; 9-3-32	Temporary - Short Term
Vehicle and Equipment Cost Reports	Reports generated to assess and monitor the costs of agency-owned vehicles and heavy equipment	3 years		Temporary - Short Term
Vehicle and Equipment Maintenance Files	Records documenting routine maintenance on vehicle and equipment (does not include school bus maintenance)	5 years after the vehicle is sold or replaced	O.C.G.A. 9-3-31; 9-3-32	Temporary - Long Term
Vehicle Parts Lists	Lists of replacement parts for agency-owned vehicles	3 years		Temporary - Short Term
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to security areas	2 years after expiration		Temporary - Short Term

Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Vehicle Title Records	Documents agency ownership of cars, vans, trucks, trailers, tractors, etc.	Applications: Retain until receipt of title Title: Retain for duration of ownership	O.C.G.A. 9-3-31	Temporary - Short Term
Vehicle Usage Report:	Reports used to track fuel usage and mileage	3 years		Temporary - Short Term
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobile for official business and receive reimbursement for mileage	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term

Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification
Annual Master Negative Inspection Reports	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration	Permanent		Permanent
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		Transitory
Destruction Records	Records documenting the destruction of agency record	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Inventories	Current listings of records created and maintained by an agency	5 years	O.C.G.A. 9-3-32; 16-8-4; 50-5-80; 50-5-146	Temporary - Short Term
Microfilm Processing Records	Records documenting the proper processing of silver gelatin and diazo films to show compliance with standards; does not include quality inspection reports	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Microfilm Production Records	Records documenting the preparation and filming of records such as production reports, activity reports, film logs, retake orders, title targets, and lists of records to be filmed	5 years	O.C.G.A. 9-3-32	Temporary - Short Term
Microfilm Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film	Retain for life of microfilm		Temporary - Long Term

Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification
Microfilm Transmittals and Evaluation Reports	Records documenting the transfer of film to a security storage facility and the condition of the film upon acceptance in the facility (evaluation report is completed by storage facility)	Retain for life of microfilm		Temporary - Long Term
Microfilm Vault Monitoring Records	Records documenting temperature and humidity conditions within a storage facility	5 years	O.C.G.A. 9-3-32	Temporary - Short Term
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent	O.C.G.A. 50-18-99; 50-18-102	Permanent
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded	O.C.G.A. 50-18-99; 50-18-102	Temporary - Short Term
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility	5 years after disposition of transferred records	O.C.G.A. 9-3-32; 16-8-4; 50-18-80; 50-5-146	Temporary - Short Term
Reference Requests	Reference pull sheets documenting the retrieval of records from a records storage facility	7 years	O.C.G.A. 9-3-24	Temporary - Short Term



Specific Schedules



GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY

CATHY COX, SECRETARY OF STATE
DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services Schedule for Local Government Specific Records

Building

Record Title	Description	Retention	Legal Citation	Retention Classification
Blueprints and Specifications, As-Built	Plans and specifications submitted by contractors when applying for building permits	Retain for life of structure	O.C.G.A. 36-13-2	Temporary - Long Term
Blueprints and Specifications, Interim and Never Constructed	Plans and specifications submitted by contractors when applying for building permits; these buildings were never constructed or plans were altered prior to construction	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Building Codes	Published code books containing building standards	Permanent	O.C.G.A. 8-2-28; 36-13-1	Permanent
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws	10 years		Temporary - Short Term
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation	5 years	O.C.G.A. 8-4-3	Temporary - Short Term

Building

Record Title	Description	Retention	Legal Citation	Retention Classification
Rehabilitation Applications, Inactive	Applications from owners of substandard property for financial assistance to improve property	5 years	O.C.G.A. 36-44-3	Temporary - Short Term
Sewage Disposal System Inspection Reports	Records documenting the inspection of building sewage systems for compliance with building codes	2 years		Temporary - Short Term
Street Address Lists	Listings of streets and house numbers	Retain for useful life		Transitory

Cemetery

Record Title	Description	Retention	Legal Citation	Retention Classification
Interment Records	Provide a cross-reference for other cemetery records by listing name of deceased, location, costs, and date of burial	Permanent	O.C.G.A. 10-14-12	Permanent
Lot Owner Card Files	Description of cemetery plots that provide owner name, date of purchase, and deed number	Permanent	O.C.G.A. 10-14-12	Permanent
Registers	Lists of cemetery plots indicating location, purchaser, and deed numbers	Permanent	O.C.G.A. 10-14-12	Permanent

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Accident Reports, Student or Visitor	Reports and investigations of injuries occurring on the school campus	5 years	O.C.G.A. 34-9-1; 34-9-12; 9-3-33	Temporary - Short Term
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent	O.C.G.A. 20-4-42	Permanent
Adult and Community Education Program Operational Records	Documentation of day-to-day operation of program including applications for admission, teacher assignments, correspondence, and reports	4 years	O.C.G.A. 20-4-42	Temporary - Short Term
Annual Follow-up of Students Reports	Comparison of student goals and educational trends to assisting in the development of counseling programs and curricula	Permanent		Permanent
Annual Report to State Department of Education - Superintendent	Report of annual statistical information to the state	10 years	O.C.G.A. 20-2-37; 20-2-38	Temporary - Short Term
Annual Reports, Driver Education	Annual reports to the state on the number of students and teachers participating in driver's ed programs	5 years		Temporary - Short Term
Athletic Program Records	Documentation of the school's compliance with state regulations and requirements of applicable athletic organizations	5 years	O.C.G.A. 20-2-411	Temporary - Short Term
Attendance Records for Home-Schooled Students	Records documenting required hours of study for home schooled students	Retain until student reaches age 16	O.C.G.A. 20-2-690; 20-2-690.1; 20-2-692	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Attendance Reports - SCHEDULE OBSOLETE	Refer to Student Records schedule		O.C.G.A. 20-2-720	Temporary - Short Term
Behavior Policy/Code of Conduct Records	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year	O.C.G.A. 20-2-736; 20-2-737; 20-2-738	Temporary - Short Term
Board Appointment Records	Official documentation of the appointment of a school board member	5 years after expiration of term		Temporary - Short Term
Certificates of Eligibility - Migrant Education Agency	documents relate to the eligibility of migrant families to participant in the migrant education program	6 years	O.C.G.A. 20-2-189; 20-2-160	Temporary - Short Term
Certificates of Eligibility, Migrant Education - Student Services	Documents relating to eligibility of migrant families to participate in migrant education programs	2 years	O.C.G.A. 20-2-189	Temporary - Short Term
Child Nutrition Program Operational and Annual Financial Records	Records documenting the administration of the Child Nutrition Program	5 years after the end of the fiscal year	Child Nutrition Act of 1966; 42 USC1771 et seq.; O.C.G.A. 20-2-66; 20-2-187	Temporary - Short Term
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records: 6 years		Permanent
Class Rolls	Lists of students in each class	5 years		Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Clinic Activity Information	Documents the disbursing of mediation and clinic visits by students	3 years	O.C.G.A. 9-3-33	Temporary - Short Term
Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	1 year		Temporary - Short Term
Contracts, Cooperative Educational Services Agency (CESA) Service	Annual contracts for CESA services	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term
Court-ordered Busing Plans and Maps	Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes, that were created originally in response to a court order	Permanent		Permanent
Criterion Reference Test Results	Test results and documentation of comparative testing summaries	Summaries: 10 years Results: 4 years	O.C.G.A. 20-14-33; 20-2-281; 20-14-34	Temporary - Short Term
Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy	O.C.G.A. 20-2-140; 20-2-141	Permanent
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years	O.C.G.A. 20-2-690; 20-2-690.1	Temporary - Short Term
Driver Education Vehicle Agreements, Returned Vehicles	Documents the acquisition of vehicles for the driver's ed program	7 years	O.C.G.A. 9-3-24	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Dropout Reports	Reports generated to document students who cease attending school	5 years	O.C.G.A. 20-14-33; 20-14-34	Temporary - Short Term
Due Process Disciplinary Hearings Files	Evidence, transcripts, and decisions relating to due process hearings	15 years	O.C.G.A. 20-2-984.5	Temporary - Long Term
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain until last date of attendance		Temporary - Short Term
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years		Temporary - Short Term
Enrollment Records - Student did not Attend	Records relating to students accepted for enrollment who did not attend school	1 year		Temporary - Short Term
Enrollment Reports, Periodic	Reports providing statistics for projected and actual enrollment totals	5 years	O.C.G.A. 20-2-690	Temporary - Short Term
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years		Temporary - Short Term
Field Trip Authorizations/Parental Permissions	Authorization of parent for student to participate in an off-campus school activity	3 years		Temporary - Short Term
Georgia High School Association Files	Documents school participation in the state high school association	6 years		Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Gifted and Talented Program Operational Records	Documentation of day-to-day operation of programs including applications for admission, teacher assignments, correspondence, reports and student papers	4 years	O.C.G.A. 20-2-306	Temporary - Short Term
Gifted and Talented Program Selection and Placement Requirements Documentation	Core documentation about the admission criteria and program requirements	Permanent	O.C.G.A. 20-2-306	Permanent
Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years		Temporary - Short Term
Grade Reports	Reports by student of individual test scores and average course grade	5 years	O.C.G.A. 2-2-86	Temporary - Short Term
Graduate and Class Ranking Lists	Listings of graduates and ranking in class	Permanent		Permanent
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	5 years		Temporary - Short Term
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years	O.C.G.A. 20-2-274	Temporary - Short Term
Limited English Proficient (LEP) Student Records	Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)	5 years	OMB Circular A-102	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Outstanding Achievement Awards	Awards to schools, teachers, or professional staff for outstanding achievement	5 years	O.C.G.A. 20-2-306	Temporary - Short Term
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent	O.C.G.A. 20-2-690	Permanent
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends	O.C.G.A. 20-2-200	Temporary - Short Term
Reapportionment Plans	Records documenting the re-drawing of district lines based on census statistics	Permanent	O.C.G.A. 21-2-261.1	Permanent
Requests for Transcripts	Records documenting requests from former students for copies of their records	1 year		Temporary - Short Term
Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years		Temporary - Short Term
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years		Temporary - Short Term
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	5 years	O.C.G.A. 20-2-306	Temporary - Short Term
School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition	5 years		Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded		Temporary - Short Term
School Censuses	Compilation of numbers of school age children	Permanent	O.C.G.A. 20-2-660	Permanent
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility		Temporary - Long Term
School Food Service Equipment and Non-Food Service Assistance Files	Documents relating to the purchase of equipment and reimbursement of costs under the School Food Service program	3 years after disposition of equipment	O.C.G.A. 26-2-370	Temporary - Short Term
School Food Service Payrolls	Salaries and deductions for food service employees	7 years after employee separation from agency	O.C.G.A. 9-3-24	Temporary - Long Term
School Food Service Program Administrative Records	Initialization, administration, and operational records of the school food service program	5 years	O.C.G.A. 26-2-370	Temporary - Short Term
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system	Permanent		Permanent
School Psychologist/Psychometrist Files	Records, such as evaluations, created by the school system psychologist or psychometrist	5 years	O.C.G.A. 20-2-152	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
School Social Worker Reports	Statistical reports of caseload to the state	Annual: Permanent Periodic: 3 years		Permanent
School System Rezoning Records	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent All other records: 6 years	O.C.G.A. 21-2-261.1	Permanent
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Permanent	O.C.G.A. 20-2-182	Permanent
Southern Association of Colleges and Schools (SACS) Applications for Accreditation	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent Applications: 5 years	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411	Permanent
Southern Association of Colleges and Schools (SACS) Self Study Reports	Accreditation review and maintenance records	Final Report: Permanent All other records: Retain until completion of report	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411	Permanent
Special Education Program Operational Records	Documentation of day-to-day operation of program including referrals for programs, teacher assignments, correspondence, reports, and student papers	4 years	O.C.G.A. 20-2-152	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent	O.C.G.A. 20-2-152	Permanent
Standardized Examination Records	Materials relating to administering standardized exams (Stanford Achievement Test, Scholastic Aptitude Test, etc.) and to examination results	4 years		Temporary - Short Term
Stipends	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	O.C.G.A. 9-3-24; Administrative Code 160-3-3-.04	Temporary - Short Term
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions	Permanent		Permanent
Student Applications for Admission, Denial	Records documenting denial of admission into a particular school	2 years	O.C.G.A. 20-2-670; 20-2-2066	Temporary - Short Term
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life		Transitory
Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years	O.C.G.A. 20-2-751.6; 20-2-752; 20-2-753; 20-2-754; 20-2-755; 20-2-756; 20-2-757; 20-2-758	Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Student Education and Health Records - Migrant Education Agency	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system	O.C.G.A. 20-2-189	Transitory
Student Excuses	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year		Temporary - Short Term
Student Records	Official record of the individual student for his/her period of enrollment at a school. Includes attendance reports and records.	Permanent	O.C.G.A. 20-2-720	Permanent
Student Records, Special Education	Individual student records for the special ed program. Note: Parents must be notified when information is no longer needed to provide services to the child. All information but student permanent record must be destroyed on request of parent.	Retain until no longer needed to provide services to student	34 CFR 300.573	Temporary - Long Term
Student Remediation Files	Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam	4 years after graduation or last attempt to complete		Temporary - Long Term
Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	3 years		Temporary - Short Term
Student Sign-In/Sign-Out Sheets	Record documenting students leaving campus for work, lunch or other purposes	1 year		Temporary - Short Term

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior	Until no longer needed to provide services to the student		Temporary - Short Term
Student Transfer Records	Records documenting student transfers to another school district within the system	4 years after transfer	O.C.G.A. 20-2-293	Temporary - Short Term
Student Work Program Records	Records documenting summer work programs and work-based learning programs that allow students to earn money and gain valuable job experience	3 years	OMB Circular A-102	Temporary - Short Term
Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	O.C.G.A. 20-2-168	Temporary - Short Term
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	4 years	O.C.G.A. 20-2-200	Temporary - Short Term
Teacher Program of Work Files, Vocational	Documentation of all planning activities and schedules for contract teachers	1 year		Temporary - Short Term
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent. Retain 1 copy	O.C.G.A. 20-2-736	Permanent
Teacher's Record of Student Attendance	Attendance register documenting daily attendance in each class	Pre-1940: Permanent Post-1940: 2 years	O.C.G.A. 20-2-697	Permanent

Education

Record Title	Description	Retention	Legal Citation	Retention Classification
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life		Transitory
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years	O.C.G.A. 20-2-1014; 20-2-1012; 20-2-1011	Temporary - Short Term
Textbook Requisition Files	Contracts and orders of approved course texts	3 years	O.C.G.A. 20-2-1014	Temporary - Short Term
Title I Program Records	Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform	3 years after final financial report for the grant year	OMB Circular A-102	Temporary - Short Term
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years		Temporary - Short Term
Vocational Education Program Operational Records	Documentation of day-to-day operation of program, including applications for admission, teacher assignments, correspondence, reports, and student papers	4 years	20 USC Section 11 et seq.	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Absentee Ballot Records - Registrar	Absentee ballot applications	2 years	O.C.G.A. 21-2-381(a), (b); 21-2-384(d); 21-2-386(a), (d); 21-2-387; 21-2-388;	Temporary - Short Term
Absentee Voter Lists - Registrar	List of certified absentee voters	2 years	O.C.G.A. 21-2-386(a)	Temporary - Short Term
Appointment and Resignation Records	Records relating to the appointment and resignation of election officials	2 years	O.C.G.A. 21-2-90 thru 95; 21-2-70(6, 14); 21-2-70.1; 21-2-212; 21-2-213	Temporary - Short Term
Appointment Files - Precinct Managers, Clerks and Voting Equipment Custodians	Oaths, lists, orders and correspondence relating to the appointment of Precinct Managers, Clerks and Voting Equipment Custodians	2 years	O.C.G.A. 21-2-90; 21-2-93; 21-2-94; 21-2-95; 21-2-359(b); 21-2-405	Temporary - Short Term
Appointment, Commissioning and Resignation Papers of Registrars and Deputy Registrars	Certificates, appointments, notifications, resignations, oaths of office	2 years	O.C.G.A. 21-2-212	Temporary - Short Term
Ballot Samples and Labels	Samples or facsimiles of ballots and ballot labels	2 years	O.C.G.A. 21-2-292; 21-2-400	Temporary - Short Term
Budget Estimates - Registrar	Records and working papers related to the cost estimates for holding an election	4 years	O.C.G.A. 21-2-212(f)	Temporary - Short Term
Budget Estimates - Superintendent	All records relating to election budgetary needs	4 years	O.C.G.A. 21-2-70(12); 21-2-71	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Calls for Elections	Records relating to the calling of bond elections, special elections, nonpartisan primaries, and recall elections by a governing authority	2 years	O.C.G.A. 21-2-540; 21-2-541; 21-2-541.2; 21-4-13	Temporary - Short Term
Calls for Special Primaries and Elections	Records related to the announcement of a special primary or election	2 years	O.C.G.A. 21-2-504	Temporary - Short Term
Campaign Disclosure Violation/Complaint Records - Superintendent	Complaints received and reports to State Ethics Commission	5 years	O.C.G.A. 21-5-36	Temporary - Short Term
Campaign Financial Disclosure Reports - County Offices/Referendums Superintendents Copy	Disclosure reports for county offices and county referendums	Permanent	O.C.G.A. 21-5-34	Permanent
Campaign Financial Disclosure Reports - Municipal Authority	Financial disclosure reports filed by municipal office candidates	Permanent	O.C.G.A. 21-5-34	Permanent
Candidate Filing Papers	All records relating to the qualifying of candidates	2 years	O.C.G.A. 21-2-132; 21-2-134; 21-2-153; 21-2-154; 21-2-170; 21-2-187	Temporary - Short Term
Certificates of Elections	Certifications of elected candidates	Permanent	O.C.G.A. 21-2-502	Permanent
Certification of Electors - City Clerk	Municipal electors lists	Permanent	O.C.G.A. 21-2-224(e,f)	Permanent

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Certification of Recall Petitions - Municipal Authority	Certificates from the election superintendent regarding a recall petition	2 years	O.C.G.A. 21-4-13(a)	Temporary - Short Term
Certified Electors List - City Clerk	List of eligible voters	2 years	O.C.G.A. 21-2-224(e,f)	Temporary - Short Term
Challenge Qualifications of Electors	Records relating to the challenge the qualifications of electors	2 years after removal or rejection from list	O.C.G.A. 21-2-236	Temporary - Short Term
Challenges to Qualifications of Candidates	Complaints, petitions, correspondence relating to qualification challenges	2 years	O.C.G.A. 21-2-6	Temporary - Short Term
Change of Polling Place	Records relating to the changing of a polling place	2 years	O.C.G.A. 21-2-265	Temporary - Short Term
Collection of Qualifying Fees	Receipts, correspondence and transmittals regarding the collection of qualifying fees	2 years	O.C.G.A. 21-2-131	Temporary - Short Term
Computing and Canvassing the Vote Records	All records related to the process of computing, tallying and canvassing the vote	2 years	O.C.G.A. 21-2-472; 21-2-492; 21-2-493	Temporary - Short Term
Contested Election/Primary Records	Records related to the resolving of a contested election or primary	2 years after resolution of dispute	O.C.G.A. 21-2-525; 21-2-526; 21-2-527	Temporary - Short Term
Correspondence - Superintendent	All correspondence related to the general administration of the office	2 years		Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Court Orders for Opening Voting Machines	Records relating to the examination procedures for voting machines	2 years	O.C.G.A. 21-2-457	Temporary - Short Term
Declaration of Intent to Accept Contributions - Superintendent	Declarations by candidates or their campaigns to accept contributions	5 years	O.C.G.A. 21-5-30(g)	Temporary - Short Term
Election Offenses	Superintendent's records relating to the investigation and/or prosecution of election offenses	2 years after close of case	O.C.G.A. 21-4-5; 21-4-6; 21-4-9; 21-4-11; 21-4-13	Temporary - Short Term
Election Returns(copies), Ballots and Other Election Materials	Copies of election returns filed with election superintendent, used and voided ballots, tally sheets, oaths and numbered lists of voters	2 years	O.C.G.A. 21-2-110)b)	Temporary - Short Term
Electors' Change of Residence Cards	Records relating to the change of address for electors	Retain last change of address	O.C.G.A. 21-2-218; 21-2-226(e); 21-2-234 (c - e)	Transitory
Electors List - Municipal Authority	Elector lists delivered from the county board of registrars	2 years	O.C.G.A. 21-2-227	Temporary - Short Term
Electors List Purchase Records - Registrar	Statements verifying that purchased copies of the electors list will not be used for commercial purposes	2 years	O.C.G.A. 21-2-225 (c)	Temporary - Short Term
Electors Lists	List of all qualified electors for a given primary or election. This is the registrar's retained copy	5 years	O.C.G.A. 21-2-233; 21-2-227; 22-2-401 (b - c)	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Electors Lists Receipts - Registrar	Receipts for the delivery of electors lists	2 years	O.C.G.A. 21-2-401(b)	Temporary - Short Term
Electors Lists, Marked - Registrar	Marked copy of voter list	5 years	O.C.G.A. 21-2-411	Temporary - Short Term
General and Consolidated Returns	Records related to consolidating voting results	2 years	O.C.G.A. 21-2-436(a); 21-2-455; 21-2-496; 21-2-497	Temporary - Short Term
List of Convicted Felons - Clerk of Superior Court	List of individuals who have been disenfranchised for a felony conviction	2 years	O.C.G.A. 21-2-231(a)	Temporary - Short Term
List of Disqualified Voters	List of voters who have been disqualified for mental incompetency	2 years	O.C.G.A. 21-2-131(a - c)	Temporary - Short Term
Lists of Deceased Individuals	Monthly list prepared by Vital Statistics and sent to the Voter Registrar	2 years	O.C.G.A. 21-2-231(c)	Temporary - Short Term
Lists of Persons Assisting Electors	Records documenting statutory compliance with providing assistance to electors	2 years	O.C.G.A. 21-2-409(a,b)	Temporary - Short Term
Lists of Persons Assisting Voters	Names of individuals who assisted voters	2 years	O.C.G.A. 21-2-409	Temporary - Short Term
Nomination Petitions and Examination Files	Records relating to the examination of petitions	2 years after election or litigation; whichever is later	O.C.G.A. 21-2-171	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Notice of No Election	Notification of no election	2 years	O.C.G.A. 21-2-291; 21-2-545; 21-2-285(j,k)	Temporary - Short Term
Notices of Qualifying Fees	Records relating to the establishment of qualifying fees for county primaries and elections	2 years	O.C.G.A. 21-2-131; 21-2-132 (c)	Temporary - Short Term
Oaths of Assisted Electors - Registrar	Duplicate copy of oath administered to electors requiring voting assistance	2 years	O.C.G.A. 21-2-409(c)	Temporary - Short Term
Oaths of Electors Needing Assistance	Records documenting assistance provided to qualified electors	2 years	O.C.G.A. 21-2-4099a)	Temporary - Short Term
Official List of Qualified Candidates, Constitutional Amendments and Questions	Lists the names of all qualified political candidates, constitutional amendments and other questions certified to be on the election ballot	2 years	O.C.G.A. 21-2-285	Temporary - Short Term
Poll Operation and Procedure Records	Records relating to the preparing, opening, operating and closing of a polling location during election day	2 years	O.C.G.A. 21-2-293; 21-2-294; 21-2-327; 21-2-328; 21-2-329; 21-2-21-2-359; 21-2-401; 21-2-450; 21-2-454; 21-2-455; 21-2-492	Temporary - Short Term
Polling Place Change Notices	Notices of polling place change	2 years	O.C.G.A. 21-2-265(a)	Temporary - Short Term
Precinct Boundary Changes	All records relating to the change of precinct boundaries	Permanent	O.C.G.A. 21-2-261; CFR 28	Permanent

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Precinct Boundary Files	All records relating to the change in precinct boundaries including but not limited to maps, plats, notifications, reports, correspondence and minutes	Permanent	O.C.G.A. 21-2-261; 21-2-262	Permanent
Publication of Qualifying Fees for County Office - County Officials	All records related to the fixing and publishing of qualifying fees for each county office	2 years		Temporary - Short Term
Qualification Fees	Records relating to the fixing and publication of qualification fees	2 years	O.C.G.A. 21-2-131	Temporary - Short Term
Racial Breakdown of Electors	Registrar's retained copy of certified report submitted to Secretary of State	Permanent		Permanent
Recall of Probate Judge Records	Records related to the recall process of a Probate Judge	2 years	O.C.G.A. 21-4-3; 21-4-13	Temporary - Short Term
Recount Records	All records related to recounting or re-canvassing the votes cast in an election	2 years	O.C.G.A. 21-2-495	Temporary - Short Term
Registration Cancellations	Records relating to the removal of names from electors list	2 years	O.C.G.A. 21-2-218; 21-2-231; 21-2-232; 21-2-234	Temporary - Short Term
Registration Renewal Cards	Cards returned by electors requesting to remain registered	2 years	O.C.G.A. 21-2-2228(f); 21-2-229(e); 21-2-231(e)	Temporary - Short Term
Removals of Registrars for Cause	Complaints, notices, court orders and related documents	2 years	O.C.G.A. 21-2-212	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Requests for Reimbursement of Precinct Boundary Change Cost	Requests to the Secretary of State for reimbursement boundary changes	2 years	O.C.G.A. 21-2-261.1; 21-2-264	Temporary - Short Term
Requests for Reimbursement of Precinct Boundary Change Cost - Municipal Authority	Requests to the Secretary of State for reimbursement boundary changes	2 years after reimbursement	O.C.G.A. 21-2-264	Temporary - Short Term
Rules and Regulations - County Political Bodies	Rules and regulations governing the conduct of conventions for political parties operating in the county	Permanent	O.C.G.A. 21-2-1119 (c); 21-2-113 (c)	Permanent
Special Registration Drive Notices	Notices of voter registration locations and hours	2 years	O.C.G.A. 21-2-215(e)	Temporary - Short Term
Vote Count Discrepancies	Records relating to the reporting and resolving of count discrepancies	4 years	O.C.G.A. 21-2-493	Temporary - Short Term
Voter Registration Cards	Registration cards as required by law	Permanent for active status; 2 years after deletion for inactive status	O.C.G.A. 21-2-236	Permanent
Voter Registration Correspondence	Records relating to the registration of voters	2 years		Temporary - Short Term
Voter Registration Maintenance Files	Records relating to registered voters not required by law	2 years	O.C.G.A. 21-2-236	Temporary - Short Term
Voters Certificates - Registrar	Certificates of persons who voted	2 years	O.C.G.A. 21-2-411	Temporary - Short Term

Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Voting Machine Custodian/Vote Recorders Oaths	Oaths of voting machine custodians and records of the vote filed with the city/county clerk	2 years	O.C.G.A. 21-2-359(b)	Temporary - Short Term
Voting Machine Petitions	Referendum records on the use of voting machines by municipal governments	2 years	O.C.G.A. 21-2-321	Temporary - Short Term
Voting Machine/Vote Recorder Certificates	Certificates assuring that vote recorders and machine are in proper order	2 years	O.C.G.A. 21-2-359(e)	Temporary - Short Term
Voting Procedures Change Pre-clearance Files	Records relating to obtaining pre-clearance approval from the US Department of Justice	Permanent	CFR 28, Part 51	Permanent
Voting Procedures Change Pre-clearance Files - Municipal Authority	Records relating to obtaining pre-clearance approval from the US Department of Justice	Permanent	CFR 28, Part 51	Permanent
Write-in Candidate Notifications	Records relating to qualifying as a write-in candidate for municipal office	2 years	O.C.G.A. 21-2-133; 21-2-452(d)	Temporary - Short Term

Health Services

Record Title	Description	Retention	Legal Citation	Retention Classification
Rodent/Nuisance Control Notices	Legal notification of violation of sanitation regulations that resulted in rodent infestation in a community or neighborhood	2 years	O.C.G.A. 9-2; 30-1-2; 30-3-8	Temporary - Short Term
Sanitation Surveys	Surveys and inspections of communities and neighborhoods for potential sanitation problems	1 year		Temporary - Short Term
Zoning Responses	Response from the county health department on the review of land development, and zoning variance requests	5 years		Temporary - Short Term

Library, Archives, Museums

Record Title	Description	Retention	Legal Citation	Retention Classification
Accession Records	Master record of all acquisitions	Permanent		Permanent
Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity	3 years		Temporary - Short Term
Inventories	Listing of holdings	Retain until superseded		Transitory
Membership Registrations	Records used to grant borrower or viewing privileges to patrons	2 years after expiration		Temporary - Short Term

Medical Examiners

Record Title	Description	Retention	Legal Citation	Retention Classification
Autopsy Protocols	Methods and practices for performing an autopsy	Permanent		Permanent
Autopsy Reports	Report of the examination of an individual to determine cause of death	Permanent		Permanent
Inquests	Records of court proceeding to determine cause of death and any needed criminal investigation	Permanent		Permanent
Medical Examiners Case Files	Records documenting the investigation of deaths	Permanent		Permanent

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification
Alcoholic/Malt Beverage Licenses	Applications to sell beer and wine in the county or city	7 years after expiration	O.C.G.A. 3-2-5	Temporary - Short Term
Ambulance Service Applications and Permits, Expired	Records designating a vehicle as an emergency vehicle and providing for emergency lighting on the vehicle	3 years		Temporary - Short Term
ATF License Application for Collector of Curios and Relics	ATF form F7CR	1 year		Temporary - Short Term
Bicycle Registrations, Expired	Records relating to a voluntary program for registering bicycles	2 years		Temporary - Short Term
Building Permit Applications and Permits	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction	Permanent	O.C.G.A. 8-2-27; 36-13-6	Permanent
Business License Citation Records	Records documenting citations issued by license inspectors for non-compliance with business license requirements	2 years		Temporary - Short Term
Business Licenses	Records documenting the issuance of business privilege licenses and license renewal notices	2 years		Temporary - Short Term
Contractors Licenses, Inactive	Applications for licensing as a general contractor; includes copies of licenses	5 years		Temporary - Short Term

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification
Electrical, Gas, and Plumbing Permits	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment	5 years	O.C.G.A. 36-13-6	Temporary - Short Term
Excavation Permits, Expired	Permits to local contractors to excavate in proximity of utility lines	5 years		Temporary - Short Term
Fingerprint Cards - Beer License Application Files, Expired	Fingerprints and identification records for individuals applying for a beer license	5 years		Temporary - Short Term
House Moving Applications	Records documenting the review and approval of permits to relocate houses	2 years		Temporary - Short Term
Master Lists of Business Licenses	Listings of all businesses operating within a jurisdiction	Retain until superseded		Transitory
Mobile Home Permits, Expired	Records used to register mobile homes for tax purposes and to permit electrical and sewage hook-ups	5 years		Temporary - Short Term
Record of Permits Issued	Listing of permits issued	Permanent		Permanent
Sign Permits	Applications and permits for temporary signage	3 years		Temporary - Short Term
Sign Permits for Permanent Signs	Permits for permanent signs such as subdivision signs	3 years after removal of sign or permit superseded		Temporary - Short Term

Permits

Record Title	Description	Retention	Legal Citation	Retention Classification
Tent Permits	Applications for permit to erect a tent for public use	3 years		Temporary - Short Term
Trade Certifications, Inactive	Records granting licenses to building tradesmen wanting to work in an area	5 years		Temporary - Short Term
Vehicles for Hire Permits, Inactive	Records authorizing the issuance of operating permits to taxi cab companies and drivers	5 years		Temporary - Short Term
Yard Sale Applications and Permits	Applications and permits to hold a yard sale	3 years		Temporary - Short Term

Planning and Zoning

Record Title	Description	Retention	Legal Citation	Retention Classification
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners	Permanent		Permanent
Prisoner Subsidy Programs, Public Works Projects	Financial records documenting the employment of prisoners on public works projects	3 years		Temporary - Short Term
Residential Blueprints	Residential construction plans and specifications submitted by developers and builders as part of the permit process	7 years	O.C.G.A. 9-3-29, 9-3-30.2, 9-3-51	Temporary - Short Term
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department	5 years		Temporary - Short Term
Zoning Change Requests	Requests from property owners for changes in the zoning of their property	5 years	O.C.G.A. 36-66-4	Temporary - Short Term
Zoning Litigation Files	Records documenting the review, evaluation, and decision in rezoning court suits	20 years		Temporary - Long Term
Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent	O.C.G.A. 36-66-1; 36-66-5	Permanent
Zoning Variance Applications	Applications for an exception to a zoning regulations	Permanent	O.C.G.A. 36-66-4	Permanent

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years		Temporary - Short Term
Accident Reports	Reports of traffic and other accidents	7 years	O.C.G.A. 9-3-33	Temporary - Short Term
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	Permanent		Permanent
Ambulance Trip Reports	Record of patient vital statistics from the point at which the ambulance picks the individual up to the hospital	5 years		Temporary - Short Term
Animal Control Case History Records	Case history records (cards) maintained on all animal received at an animal shelter	1 year		Temporary - Short Term
Applications for Tax Paid Transfer and Registration of Firearm	document the sale/transfer of weapons requiring registration with the U.S. Department of Treasury in accordance with the National Firearms and Weapons Act	1 year		Temporary - Short Term
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years		Temporary - Short Term
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		Temporary - Short Term
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	50 years		Temporary - Long Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
ATF License Application for Collector of Curios and Relics	Document the purchase of guns and other weapons as collectors items	1 year		Temporary - Short Term
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years		Temporary - Short Term
Breath Test Reports, Negative Results	Reports maintained on individuals given breath tests to determine alcohol level	4 years		Temporary - Short Term
Breath Test Reports, Positive Results	Reports maintained on individuals given breath tests to determine alcohol level	5 years		Temporary - Short Term
Capital Felony Investigation Case Files	Investigations of capital offenses	50 years	O.C.G.A. 17-3-1(a) and (b)	Temporary - Long Term
Cash Bond Docket	Record of bonds made on individual's charged with criminal offenses	5 years		Temporary - Short Term
Cash Bond Receipts	Records documenting the receipt and disbursement of cash bonds posted for criminal offenses	10 years after year in which the record was created	O.C.G.A. 9-3-27	Temporary - Short Term
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bond to the county treasurer	3 years	O.C.G.A. 17-6-4	Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program	2 years after confirmation of certification/re-certification		Temporary - Short Term
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases	3 years		Temporary - Short Term
Condemned Vehicles Account Records	Records documenting the sale and release of impounded vehicles after condemnation	3 years after condemnation of vehicle	O.C.G.A. 40-11-23	Temporary - Short Term
Coroner's Inquest Files - Sheriff	Records documenting hearings conducted to determine if sufficient evidence exists for criminal prosecution	Permanent		Permanent
Crime Incident Statistical Reports	Record summarizing crime statistics in an area	Annual report: Permanent Other periodic reports: 5 years		Permanent
Dead Animal Pick-up Records	Records documenting the disposition of animal carcasses	2 years		Temporary - Short Term
Dog Maintenance Records - K-9 Units	Records documenting the physical health and training proficiency of members of K-9 units	4 years after dog leaves the unit		Temporary - Long Term
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Emergency Management/Operations Reports	Record documenting the type of emergency operation and the assistance provided	3 years		Temporary - Short Term
Extradition Files, Closed	Records documenting the transfer of a criminal to a different jurisdiction for trial	5 years		Temporary - Short Term
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years		Temporary - Short Term
Felony Investigation Case Files	Investigations of felony crimes other than capital offenses	7 years after commission of crime	O.C.G.A. 17-3-1(b) and (c); 16-14-8	Temporary - Short Term
Fi. Fa. (Fieri Facias) Dockets, Sheriff	Documents relating to recording fi.fa.s served by the sheriff	7 years		Temporary - Short Term
Fi. Fa. (Fieri Facias) Records	Documents relating to serving of Fi.Fa. papers by sheriffs	7 years whether entered on GED or not		Temporary - Short Term
Fire Hydrant Inspection Reports	Records documenting the installation and maintenance of fire hydrants	5 years		Temporary - Short Term
Fire Incident Reports	Record of fires and related damage	50 years		Temporary - Long Term
Fire Log Books	Record of fire including date name of caller, stations responding, damage to structure, equipment used and time required	50 years		Temporary - Long Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Fire Prevention Plans	Review of structure, along with flammable material contained within, alarm systems, placement of extinguishers and emergency numbers	5 years after superseded		Temporary - Short Term
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years		Temporary - Short Term
Fire/Arson Investigation Files	Investigations of the cause and origin of fires in order to determine criminal intent	50 years		Temporary - Long Term
Fireworks Display Registrations	Registrations of the location of fireworks displays with the fire department	3 years		Temporary - Short Term
Fugitive/ Wanted Persons Files	Records created or accumulated in the course of apprehending wanted individuals	5 years after suspect apprehended		Temporary - Short Term
Grand Jury Lists - Sheriff	Documents the selection of jurors for a particular term	2 years		Temporary - Short Term
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years		Temporary - Short Term
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years		Temporary - Short Term
Incarceration Lists	Daily list of inmates in jail	1 year		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Incident Reports	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years		Temporary - Short Term
Inmate Case Files	Records of inmates documenting their case history at the correctional institution	10 years after discharge		Temporary - Short Term
Inmate Disciplinary Reports	Reports of disciplinary problems with inmates	10 years after discharge		Temporary - Short Term
Inmate Medical Records, Released	Records documenting medical care provided to prison inmates	7 years		Temporary - Short Term
Inmate Personal Property Accounting	Records documenting personal property of inmate: being stored during their incarceration	4 years after release of inmate		Temporary - Short Term
Internal Investigations Files	Records used to investigate complaints against public safety officers	20 years after settlement		Temporary - Long Term
Investigation Logs	Chronological listing of investigations	2 years		Temporary - Short Term
Jail Registers	Registers of prisoners	20 years after last entry		Temporary - Long Term
Juror Precepts, Sheriff	Summons of jurors to serve on grand jury and trial juries	3 years	O.C.G.A. 15-12-65; 12-12-120	Temporary - Short Term
Medicaid/Medicare Billing Statements	Billing record for Medicaid and Medicare claims	5 years		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Medicaid/Medicare Insurance Claims	Invoices sent to medicaid/mediare for reimbursement	5 years after settlement		Temporary - Short Term
Medicaid/Medicare Paid Bill Receipts	Documents payment of claims	5 years		Temporary - Short Term
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citation: issued by authorized public safety officers	6 years	O.C.G.A. Title 40, Chapter 5, 6, 8, and 9	Temporary - Short Term
Misdemeanor Investigation Case Files	Investigation of misdemeanors crimes	2 years after commission of crime	O.C.G.A. 17-3-1(d)	Temporary - Short Term
Notices of Prisoner Escape and Recapture	Records used to identify escapees and assist in their recapture	5 years or until recapture, whichever is longer		Temporary - Short Term
Pawn Tickets	Record of goods sold or pledged in exchange for the loan of money	4 years after the year in which the record was created	O.C.G.A. 44-12-133 and 134	Temporary - Short Term
Pre-Fire Plans and Inspection Reports	inspectons of structures used in fire safety planning	5 years		Temporary - Short Term
Prisoner Fund Account Records, Released	Records of personal monies deposited with the prison by an inmate upon entering incarceration	3 years after release of inmate		Temporary - Short Term
Prisoner Hold Records	Records documenting individuals currently in custody who are wanted by other law enforcement office	2 years after prisoner released to requesting agency		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Prisoner Mail Logs	Record of all mail received by an inmate	1 year		Temporary - Short Term
Prisoner Transfer File:	Records documenting the movement of prisoners	5 years		Temporary - Short Term
Radio Control Logs	Record of the first official report of a fire or incident from incoming radio calls	4 years		Temporary - Short Term
Radio Dispatch Logs	Recorded information received through incoming radio calls	3 years		Temporary - Long Term
Radio Dispatch Reports	Reports of all alarms called into a fire station	3 years		Temporary - Short Term
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bites, date, physician treatment, and observation for rabies	3 years		Temporary - Short Term
Remittance Reports	Records documenting the remittance of a prescribed portion of court fines and costs to such funds as the Peace Officers Annuity and Benefit Fund and the Sheriff's Retirement Fund, Crime Victims Fund, and the Peace Officer/ Prosecutor Training Fund	5 years		Temporary - Short Term
Report of Multiple Sale or Other Disposition of Pistols and Revolvers	ATF form F3310.4	1 year		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Sale and Claim Execution Dockets - Sheriff	Record of items sold at public auction by the Sheriff	7 years		Temporary - Short Term
Selective Training Enforcement Program (STEP) Grant Records	Records documenting the purchase of radio and speed detection equipment and training in the operation of the equipment	5 years after final payment		Temporary - Short Term
Street Number Location Records	Easy reference source to locate an address	Retain for useful life		Transitory
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 year after disposition of case		Temporary - Short Term
Suspects Photographs	Mug shots of suspects and prisoners	20 years		Temporary - Long Term
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years		Temporary - Short Term
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light	2 years		Temporary - Short Term
Trust Account Files - Sheriff	Administration and accounting records of trust accounts for minors established by court order	10 years	O.C.G.A. 9-3-27	Temporary - Short Term
Uniform Traffic Citations, Summons, and Accusations	Documents relating to traffic violations	2 years		Temporary - Short Term

Public Safety

Record Title	Description	Retention	Legal Citation	Retention Classification
Video Tapes, Mobile	Video tapes taken from patrol car video cameras of police actions	5 years		Temporary - Short Term
Writ Dockets - Sheriff	Record of the receipt and action taken on civil processes (other than execution writs) issued by the court to the Sheriff's department	5 years	O.C.G.A. 15-16-11	Temporary - Short Term

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Adjusted Billing Reports	Billing details and adjustments for misread service meters	5 years		Temporary - Short Term
Bill Payment Reconciliations	End-of-day reconciliations of payments received for water and sewer services	3 years		Temporary - Short Term
Billing Transaction Records	Records documenting the billing and payment for garbage collection services	3 years		Temporary - Short Term
Cathode Protection Records	Records created and used to maintain gas mains; documents installation of nodes, test stations, rectifiers, and ground beds	Retain for useful life		Transitory
Consumption and Revenue Reports, Gas	Reports documenting the number of gas customers	5 years		Temporary - Short Term
County Road Dockets	Records showing road maintenance work; includes Commissioner of Roads Overseer Ledgers	Permanent		Permanent
Customer Account Records	Records documenting billing and payments of all customer service accounts	5 years		Temporary - Short Term
Customer Service Deposits, Refunded	Documents refunds of initial hook-up deposits to customers	3 years		Temporary - Short Term
Discharge Monitoring Records	Reports summarizing treatment of wastewater in government sewer systems	5 years		Temporary - Short Term

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Drainage and Flood Problem Records	Documents monitoring and resolution of drainage and flood problems	10 years		Temporary - Short Term
Electricity Purchase Reports	Reports indicating periodic usage of electricity by area	5 years		Temporary - Short Term
Filter Plant Files	Records monitoring the operation of water filtration plants	3 years		Temporary - Short Term
Gas Consumption Reports	Periodic reports on the consumption of natural gas by area	3 years		Temporary - Short Term
Gas Purchase Reports	Records documenting purchase of natural gas from distributors	5 years		Temporary - Short Term
Gas Regulator Station/Vault Inspection Reports	Reports documenting the inspection of regulator stations in government-owned gas lines	3 years after replacement or deactivation of station		Temporary - Long Term
Gas System Reports, Federal	Reports filed with the U.S. Department of Transportation documenting the number of miles of gas main and giving a description of the system	10 years		Temporary - Short Term
Gas Tap Records	Work orders to initiate gas service for new customers	3 years		Temporary - Short Term
Gas Valve Inspection Records	Includes inspection reports documenting the safety of large gas valves used in industrial areas	Retain as long as gas valve in service		Temporary - Long Term

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Landfill Reports	Records created in the operation of the landfill; used for management reporting purposes	3 years		Temporary - Short Term
Maintenance Records	Documents service and repair work to public utility lines, mains, and meters	5 years		Temporary - Short Term
Maintenance Records, Traffic	Records documenting maintenance to traffic lights, signs, and other equipment	3 years		Temporary - Short Term
Meter Books	Record of meter readings	5 years		Temporary - Short Term
Meter Maintenance Records	Records documenting maintenance work performed on service meters	3 years		Temporary - Short Term
Meter Reading Summary Reports	Periodic reports of meter readings by customer account	3 years		Temporary - Short Term
New Meter Installations	Document the installation of new water meters	5 years		Temporary - Short Term
Odorant Usage Reports	Reports required by the Department of Transportation documenting the level of odorant added to gas lines	5 years		Temporary - Short Term
Overdue Water Billing Accounts	Reports used to track past-due payments and new charge totals	5 years		Temporary - Short Term

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Requests for Meter Re-Read	Record of new meter readings to support billings and adjustments	3 years		Temporary - Short Term
Requests for Meter Turn-on and Shut-off	Records requesting water service connection or disconnection	3 years		Temporary - Short Term
Revenue Collection Reports	Reports showing a breakdown of daily revenue collections for water, sewer, gas and other government-operated utilities	5 years		Temporary - Short Term
Road Maintenance Records	Records documenting requests for paving and road improvements; includes memos, petitions, and surveys	5 years	O.C.G.A. 36-39-3	Temporary - Short Term
Road Maintenance Work Reports	Reports documenting work performed by road maintenance crews	3 years		Temporary - Short Term
Road Repair Costs	Records used to estimate job costs and prepare a budget	3 years		Temporary - Short Term
Service Interruption Logs	Reports documenting the interruption of sewer and water services, including time and location of incident	5 years		Temporary - Short Term
Sewage Treatment Plant Monitoring Reports	Records used to monitor and report on the operation of sewage treatment plants; includes lab reports, and amounts of waste processed	5 years		Temporary - Short Term

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Sewer and Water Improvement Projects	Records documenting improvement projects for water and sewer services; includes contracts, petitions, surveys, resolutions, bid specifications, inspections reports, costs estimates, and cost assessments	20 years		Temporary - Long Term
Sewer and Water Permits, Expired	Records of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains	3 years		Temporary - Short Term
Solid Waste Weight Tickets	Tickets printed each time a garbage truck crosses the scales at the entrance to a county/city landfill	3 years		Temporary - Short Term
Street Design Improvement Record	Records documenting road accidents that are used to assess the cause and to make design improvements to reduce accidents	5 years		Temporary - Short Term
Street Maintenance Work Orders	Records documenting maintenance to streets and roads	3 years		Temporary - Short Term
Street Resurfacing Reports	Lists of streets and locations that have been resurfaced; includes type of resurfacing, materials, and costs	10 years	O.C.G.A. 36-39-6; 36-39-7; 36-39-8	Temporary - Short Term
Subdivision Plats and Inspections	Records showing the layout and roads within a subdivision	Plats: Permanent Other records: 5 years		Permanent

Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Traffic Signals Intersection Files	Includes product literature and studies related to traffic planning such as drawings of signal controllers and intersections, and traffic signal permits	10 years		Temporary - Short Term
Traffic Signs and Lights Inventories	Listing of all traffic signs and lights	Retain until superseded		Transitory
Utility Line Relocation Billings	Bills to request reimbursement from the state for relocation of utility lines impacted by state highway road construction	5 years		Temporary - Short Term
Wastewater Treatment Plant Compliance Reports	Reports documenting compliance with federal and state wastewater disposal regulations	5 years		Temporary - Short Term
Water Billings	Bills for water and sewer service; including invoices for maintenance work and monthly usage fees	3 years		Temporary - Short Term

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Adjustments or Relief Orders	Record of adjustment of tax as listed in tax digest	7 years		Temporary - Short Term
Affidavits of Missing Tag or Missing Renewal Decal	Inventory report form MVA-41	3 years	O.C.G.A. 40-2-132	Temporary - Short Term
Alcoholic and Malt Beverage Tax Reports	Reports of alcohol sold and amount of taxes paid	5 years		Temporary - Short Term
Applications for Exemption, Expired	Requests for exemption from property taxes based on status as a religious organization, non-profit, or government institution	1 year		Temporary - Short Term
Assessment Appeals Case Files, Closed	Appeals by taxpayers for reconsideration of the assessed value of their property	7 years		Temporary - Short Term
Assessment Notices	Legal notices to taxpayers that their property will be reassessed for its tax value	3 years		Temporary - Short Term
Bankruptcies	Records relating to claims against bankrupt property owners for taxes due to local government	Dismissed cases: 3 years Discharged cases: 5 years		Temporary - Short Term
Board of Equalization Appeals	Records documenting appeals by citizens to the Board of Tax Equalization	Permanent		Permanent
Boat Registrations	Reference listing of boats and owners from the state	3 years		Temporary - Short Term

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Building Inspection Sheets	Building permits maintained to aid in assessing property values for taxes	5 years		Temporary - Short Term
Cash Book or Transaction Journal	Tax commissioner's general book of accounts	7 years after audit		Temporary - Short Term
Cash Receipts or Disbursement Journals	Record indicating receipt of real, personal, intangible and other taxes into county treasury	Permanent	O.C.G.A. 48-5-138	Permanent
Cash Register Journal Tapes	Documents relating to collecting and accounting for tax and license fee monies	Retain until audited		Temporary - Short Term
Commercial Banks Tax Workpapers	Assessments of taxes to be paid by banking institutions in lieu of state income taxes	5 years		Temporary - Short Term
County Tax Collections	Records of total taxes collected by county	5 years		Temporary - Short Term
County Tax Levy	Annual resolution fixing tax rates	Permanent		Permanent
Daily Distribution Reports	Reports generated to complete PL-65	2 years or until state and county audit, whichever is later		Temporary - Short Term
Daily/Monthly Tax Distribution Worksheets	Worksheets recording each day's tax collections by category	5 years		Temporary - Short Term
Delinquent Tax Notices or Levy Notices	Record notifying taxpayer of delinquent payment of tax	7 years	O.C.G.A. 48-3-21	Temporary - Short Term

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Delinquent Tax Reports	Records of taxes paid and amounts still owed	15 years		Temporary - Long Term
Exemption Worksheets	Working papers relating to tax reductions for each property owner	1 year after recorded on Home Exemption Application		Temporary - Short Term
Federal Aviation Administration Aircraft Listings	Listing of aircraft registrations	3 years		Temporary - Short Term
Fi. Fa. (Fieri Facias) Records	Preliminary action against taxpayers for delinquent taxes	7 years whether entered on GED or not		Temporary - Short Term
Financing Statements (Chattel Mortgages)	Financial instruments providing security for debts	1 year after expiration of mortgage		Temporary - Short Term
Homestead Exemptions, Expired	Requests for exemption from property taxes in compliance with the Homestead Exemption Act	2 years		Temporary - Short Term
Insurance Premium Tax Records	Records on taxes collected from insurance companies	5 years		Temporary - Short Term
Intangible Recording Tax Collection	Record of intangible tax due and paid	3 years		Temporary - Short Term
Issuing Officer's Reports	MVA-13 form.	5 years		Temporary - Short Term
Listing of Real Property	Annual listing of real property in the county	Retain for useful life		Transitory

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Mobile Home Exemptions, Expired	Applications for tax reductions on mobile homes	2 years		Temporary - Short Term
Mobile Home Tax Decals	PT-40 Application forms	5 years		Temporary - Short Term
Monthly Reports of Hotel-Motel Taxes	Reports of taxes owed and collected from hotel operations	5 years		Temporary - Short Term
Motor Vehicle Journal Entries	Record accounting for daily tax fee collections and disbursements	7 years		Temporary - Short Term
Motor Vehicle Tags/Decals	MV-1 through MV-3 forms. Registration for passenger cars, motorcycles, buses, trucks, and trailers	3 years		Temporary - Short Term
Not on Digest Record:	Adjustments and relief orders explaining why a tax record was not recorded in the tax digest	15 years		Temporary - Long Term
Paid Tax Bill Receipts	Receipts for full payment of property taxes	3 years		Temporary - Short Term
Paid Tax Reports	Report showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected	3 years		Temporary - Short Term
Personal Property Appraisals	Tax appraiser's worksheets to establish property values for tax purposes	2 years after superseded		Temporary - Short Term
Personal Property Record Cards	Current assessed values for personal property	7 years after property is sold		Temporary - Long Term

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Personal Property Returns	Record of value for personally owned property such as boats, equipment, and businesses	7 years		Temporary - Short Term
Real Property Record Cards	Tax history of each parcel of land in the county	Permanent		Permanent
Reports of Title Certificates, Tag Reports, and Temporary Permits	MVA-12 form. Record informing the Department of Revenue of vehicle transfers of ownership	5 years		Temporary - Short Term
Sales Ratio Studies	Analysis of the sale of property as compared to the tax value of property	10 years		Temporary - Short Term
School Tax-Homestead Exemptions, Expired	Applications for homestead exemption from property owners aged 62 or more	2 years		Temporary - Short Term
Tax Assessment Errors and Adjustments	Record of additions to or removals from the tax diges because of errors	7 years		Temporary - Short Term
Tax Digests	List of taxpayers and assessed value of real and personal property	14 years		Temporary - Short Term
Tax Error and Release Orders	Requests for credit allowance pertaining to liabilities shown on the tax digest	15 years		Temporary - Long Term
Tax Execution Dockets/Delinquent Lists	Record of land and lot sales for delinquent taxes	7 years		Temporary - Short Term

Taxation

Record Title	Description	Retention	Legal Citation	Retention Classification
Tax Sale Advertisements	Newspaper advertisements for sale of property for tax reasons	15 years		Temporary - Long Term
Transaction Edit Journals or Cash Books	Ledgers and journals showing details of daily tax receipts for either or both real estate or personal property taxes	5 years		Temporary - Short Term
Unpaid Taxes Reports	Reports listing delinquent taxpayers	30 days or until updated		Transitory

Tourism and Recreation

Record Title	Description	Retention	Legal Citation	Retention Classification
Convention Planning Records	Records documenting a local government's efforts to increase convention and tourism in an area	5 years		Temporary - Short Term
Park Work Orders	Documents the repair and maintenance of park grounds, buildings, and facilities	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term
Participant Registration and Eligibility Records	Records used to register individuals for sports or other parks and recreation activities	2 years		Temporary - Short Term
Playground Inspection Reports	Documents the routine inspection of playground shelters and fitness tracks	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term
Recreation Program Records	Activity schedules, rules and regulations, rosters and status sheets for recreational programs	3 years		Temporary - Short Term
Reservations	Records documenting activities scheduled for tourist and convention facilities	2 years		Temporary - Short Term

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification
Acquisition/Relocation Assistance Parcel Files (Residential and Business)	Records documenting the purchase of property within designated noise impact areas surrounding an airport	7 years after year in which parcel is purchased	Federal Register Vol. 52 No. 242 Part 24.9B	Temporary - Short Term
Airfield Safety Inspection Records	Routine inspections of runway and taxiway conditions for hazards and security	6 months	14 CFR 139.327	Temporary - Short Term
Airport Aid Program Grants - Affirmative Action Plans	Records required under the Airport Aid Program	3 years or the period of financial assistance, whichever is longer	14 CFR 152.415	Temporary - Short Term
Airport Aid Program Grants - Reports Not Transmitted to FAA	Records required under the Airport Aid Program	3 years or the period of financial assistance whichever is longer	14 CFR 152.451	Temporary - Short Term
Bus Route Records	Records establishing the route of public transit buses to provide service to residents	10 years		Temporary - Short Term
Charter Bus Service Records	Records documenting the hiring of a bus company to provide services	3 years		Temporary - Short Term
Limo Concourse Pick-up Authorizations	Permission for limo-drivers to pick-up passengers on the concourse	6 months		Temporary - Short Term

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification
Notices to Airmen	Records documenting notification of pilots of maintenance and repair work to be performed on runways and taxiways	2 years		Temporary - Short Term
Operations Reports	Record of individual bus operations maintained for management and statistical purposes	3 years		Temporary - Short Term
Radio Beacon Maintenance Logs	Federal Aviation Administration form 6030-1	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent
Radio Beacon Operator's Records	Federal Aviation Administration form 418	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent
Radio Beacons Readings and Adjustments	Federal Aviation Administration form 198	Permanent	14 CFR 171.13 to 14 CFR 171.213	Permanent
Revenue and Passenger Reports	Reports documenting ridership and revenue statistics for the transit system	5 years		Temporary - Short Term
Right-of Flight Easement/Acoustical Treatment Parcel File:	Documents the purchase of aviation easements from residents living in close proximity to an airport	7 years after end of year in which parcel purchased	Federal Register Vol. 52 no. 242 Part 24.9B	Temporary - Short Term
Tire Mileage Reports	Reports documenting tire mileage of each transit vehicle	3 years		Temporary - Short Term
Transit Operations Reports	Periodic reports on performance of the transit system	3 years		Temporary - Short Term

Transportation

Record Title	Description	Retention	Legal Citation	Retention Classification
Vehicles for Hire Violation/Hearing Case Files	Records documenting the adjudication of charges brought against taxi companies and drivers for violations of taxi cab regulations	5 years		Temporary - Short Term



Mission

The mission of the Georgia Archives is to identify, select, preserve and make accessible records that constitute Georgia's recorded history; to increase the efficiency of the State Government through effective records management; and to improve the quality of records and archives management statewide.

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